

**Grow Southwest Regional Workforce Board**  
**Invitation for Bid**  
**Q & A**

- What are the terms of the lease? Will it be 5 years or longer/shorter?  
The lease terms will be negotiated. There is no problem with a lease longer than 5 years with the mandatory out clause required by the State.
- Will the facility need to be built within the city limits of Vincennes?  
Preferable but not mandatory. Location is important.
- Will this be a full-service lease?  
Yes
- Define "Full Service"  
Janitorial, utilities, routine maintenance, lawn care, and snow removal
- Does it need to be new construction or existing building?  
Either
- If construction occurs on existing building, does the minimum wage requirement apply?  
The contractor will need to comply with all State and Local requirements.  
The contract resulting from these negotiations will be for the lease of a facility and the related services associated with such a lease.
- Will the lease be with the Regional Workforce Board or the State?  
Regional Workforce Board
- Does DWD have a separate building requirement?  
Policies # 2007-30 and 2007-31 located on DWD web page:  
[www.workforce.IN.gov](http://www.workforce.IN.gov)
- Can the lease start earlier than April 2009?  
Yes
- Are there any requirements for other tenants?  
Customary, keeping in mind the needs of our clients and the needs of the other tenants.

- Will the RWB furnish cubicles?  
Yes
- Are there any specs for flooring, sound proof materials, electrical drops, etc.?  
After the selection process, more detailed specs will be developed and discussed with contractor.
- Are there any special lighting requirements?  
Customary office lighting
- Is there a requirement for a Sprinkler System?  
Follow State and Local Building Codes
- Is there a requirement for an Alarm System - Security & or Fire?  
Follow State and Local Building Codes
- Is there a requirement for Built in Surge Protector?  
Would be preferred - after the selection process, more detailed specs will be developed and discussed with contractor.
- Is there a requirement for dedicated communication lines?  
Yes at this time. This may change with new technology. To be discussed later.
- Will the office furniture be provided by the Lessee?  
Yes
- Electrical requirements; conduit in floors or power poles in open data entry and IRA area?  
This will need to be discussed in detail when the contractor is selected. Much depends on either existing building or new facility.
- Who provides the exterior signage?  
Lessee
- Does IT/mechanical room have to have it's own HVAC?  
Yes.
- What are the ceiling heights?

This would be decided when the contractor is selected and a detailed floor plan is drawn.

- Do you want an employee keyless entry?  
Not required
- Does the electrical system have to have surge protectors built in or does tenant provide their own?  
See above
- What are the floor covering requirements? (ceramic, VC Tile, carpet, carpet tiles, etc.?)  
No specific requirements
- Do you want the walls finished? (wallpaper, paint, chair rails, etc.?)  
Will be decided later
- Do you want solid or hollow core interior doors?  
Will be decided later